541-121-7660-A

RECORD DATA FOR TRAVEL ADVANCE DISBURSEMENTS AND COLLECTIONS FOR STANFINS INPUT

TEC Lesson 541-121-7660-A

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PRODUCED BY
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRETEST/POSTTEST AND ANSWER KEY ARE CONTAINED IN THIS BOOK.

JUNE 1986

D 101.6/7:

If you have questions or comments concerning this TEC Lesson, address them to:

COMMANDER
US Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders unless, otherwise specificially stated.

TYPE OF LESSON

- Accounting

AUDIENCE

- MOS 73D, Accounting Specialist
- Skill level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- identify which documents are disbursements or collections.
- code the source documents for STANFINS input by using the travel advance method IAW AR 37-106, AR 37-108 and the STANFINS User Manual.
- prepare a block total card.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson materials: Lesson book
- Pen or pencil
- Three answer sheets (reproduced from page 43 of this book)
- Pro Forma (reproduced from page 42 of this book)
- Nonstock Fund Orders and Payables Listing (reproduced from page 41 of this book)
- AR 37-106, Finance and Accounting for Installation: Travel and Transporatation Allowances
- AR 37-108, General Accounting and Reporting for Finance and Accounting Office
- STANFINS User Manual

TIME REQUIRED

- Individual: 1.5 hours
- Group: 1.5 hours

REFERENCES

- STP 14-730SM-TG (Task 121-009-1217)

STUDENT/SUPERVISOR INSTRUCTIONS

STUDENT INSTRUCTIONS

- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.
- Make sure you have the material and equipment required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.
- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.

SUPERVISOR INSTRUCTIONS

- Administer the Pretest/Posttest to determine the need for the lesson. Responses to test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must answer all six test items correctly.
- Make sure students have the material, and equipment required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/Posttest. Remind them to write responses to the exercises on a separate sheet of paper and not in the lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

Note: The Finance Support Unit (FSU) referred to in this book was formerly known as the Finance and Accounting Office (FAO).

The element of resource (EOR) referred to in this book was formerly known as the element of expense (EOE).

TEC LESSON 541-121-7660-A

Record Data for Travel Advance Disbursements
and Collections for STANFINS Input

This test consists of one situation that covers every training objective of the lesson. This situation has a total value of six points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on page 44. If you do not score at least six points, you must take the lesson-or take it again if you have already taken it. Write your responses on a separate sheet of paper. Do not write in this book.

Note: You will need to make three copies of the answer sheet on page 43. Record your answers for the Pretest/Posttest, the Practice Exercises and the Self-Evaluation Exercise on these copies.

Situation: You are working as an accounting specialist in the Accounts Maintenance Branch of the Fort Atterbury Finance Support Unit (FSU) which operates under the Standard Finance System (STANFINS). You are responsible for determining the requirement to code the input of travel advance disbursements and collections only. Use Disbursing Station Symbol Number (DSSN) 6280 and Fiscal Station Number (FSN) S12123.

Take out one copy of the answer sheet and mark it "PRETEST/POSTTEST." Write your answers on this copy of the answer sheet.

You are to analyze each of the documents shown on pages 4 and 5 by using your copy of the Nonstock Fund Orders and Payables listing from page 41 and your copy of the pro forma from page 42.

1. Determine if the document is a travel advance disbursement or a collection.

2. If the document is proper for STANFINS input, code the portion of the 80 card column (cc) coding sheet provided on the answer sheet.

3. For each document complete an 80 column coding sheet for use in preparing a block total card to report the cumulative total for each T/A code, in accordance with (IAW) the STANFINS User Manual and AR 37-108.

PRETEST/POSTTEST

INSTALLATION BLOCK TICKET
For use of this form, see AR 37-108; the proponent agency is USAFAC.

BLOCK NO	TYPE OF DOCUMENT	NUMBER OF DOCUMENTS	DATE
401	Travel advance disbursements and collections	2	(4112) 22 Apr 94

FUND DISBURSEMENT JOURNAL			OTHER (		
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 40	$400.00				
T/A 42X	$100.00				
TOTAL					

TRAVEL VOUCHER

BUREAU VOUCHER NUMBER

D O VOUCHER NO: 536,260

I. PAYMENT FOR

1 ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	XX	6 TRANSPORTATION OF DEPENDENTS	
2 ADVANCE OF TRAVEL ALLOWANCES (PCS)		7 DISLOCATION ALLOWANCE	
3 ACCRUED PER DIEM FOR TDY/TAD		8 TRAILER ALLOWANCE	
4 SETTLEMENT OF TDY/TAD TRAVEL		9	
5 SETTLEMENT OF PCS TRAVEL		10	

PAID BY
FSU
Ft Atterbury, IN
46124-9000
DSSN 6280
22 Apr 94

II. INDIVIDUAL PAYMENT

1 PAYEE (Last Name, First, Middle Initial)	2 RANK OR GRADE	3 SOCIAL SECURITY NUMBER
PIKE, GARY	LTC	999-00-0840

4 ORGANIZATION AND STATION
HHC, Ft Atterbury, IN 46124-9000

5 TRAVEL ORDER
PIK08400004019, HQ, Ft Atterbury, IN 46124-9000 15 Apr 94

6 ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS
Advance per diem requested

7 CHECK NUMBER	8 CHECK DATE	9 AMOUNT PAID	10 DATE PAID	11 RECEIVED IN CASH (Signature of payee)
		$400.00	22 Apr 94	Gary Pike

III. PAYMENTS CONSOLIDATED

1 PER SUBVOUCHER NO THROUGH ATTACHED 2 PER TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

IV. APPROVED FOR PAYMENT (When required by individual service regulations)

1 TYPED NAME AND TITLE 2 SIGNATURE

V. REMARKS

Submission of a travel voucher upon completion of travel is required.

VI. ACCOUNTING CLASSIFICATION(S)

	$
2142020 76-9930 P930-4100 S12123 (ADV1)	400 00

COMPUTED BY	AUDITED BY	POSTED TO TVL RECORD BY	DATE ENTERED	AMOUNT PAID
RAG	CB	SEB	22 Apr 94	400.00

DA FORM 1 NOV 73 3974 REPLACES DA FORM 1-17A, 1

DD FORM 1 JUL 65 1351 FORM APPROVED BY COMPTROLLER GENERAL, U.S. 2 JUNE 1965

Document 1

READEX FICHE best copy available

INSTALLATION BLOCK TICKET

For use of this form, see AR 37-106; the proponent agency is USAPAC.

BLOCK NO	TYPE OF DOCUMENT	NUMBER OF ENCLOSURES	DATE
401	travel advance disbursements and collections	2	(4112) 22 Apr 94

AMAZON

FUND DISBURSEMENT JOURNAL — OTHER (

ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 40	$400.00				
T/A 42X	$100.00				

TRAVEL VOUCHER OR SUBVOUCHER

(Complete by typewriter, ink, or ball point pen (PRESS HARD! do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME - FIRST NAME - MIDDLE INITIAL (Print/Type)	GRADE/RANK	SSN
PRICE, MICHAEL	CPT	999-00-0890

CHECK MAILING ADDRESS (Include ZIP Code) — DUTY PHONE NO: 2323

ORGANIZATION AND STATION
FSU, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders)
PRI08900004040, HHC, Ft Atterbury, IN 46124-9000 7 Apr 94

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date received, Place paid, or DO Station No. If none, so state)
$100.00 DOV 458, 309, dtd 21 Apr 94, Ft Atterbury, IN

1 ITINERARY (See Item 2B for Symbols)

DATE 19__	LOCAL TIME (24 Hour Clock)	PLACE (Name, Office, Base, Activity, City and State, City and Country, etc.)	2 MODE OF TRAVEL	2 MEANS OF TRANSP	2 COST OF LODGING	3 NUMBER OF MEALS GOVT	3 NUMBER OF MEALS OPEN MESS	4 POC MILES
	DEP							
TOTAL	ARR							
	DEP							
	ARR							

Assume that voucher is completed properly.

5 REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6 Long distance telephone calls are certified as necessary in the interest of the Government. — APPROVING OFFICER (31 USC 680a)

7 TR S/MTA S/MT'S (If none, so state)

NUMBER	FROM	TO

8 LEAVE STATEMENT: _____ days _____ hours taken between _____ and _____

9 POC TRAVEL: ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH. (U.S. Code, Title 18, Section 287.)

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14 SIGNATURE OF CLAIMANT: Michael Price — DATE: 22 Apr 94

15 ACCOUNTING CLASSIFICATION
2142020 76-9505 P200000-211A S12123 202696.N1200 (N102) $100.00
2142020 76-9505 P200000-219A S12123 202696.N1200 (N102) $ 85.00

16 COLLECTION DATA
2142020 76-9930 P930-4100 S12123 (ADV1) $100.00

17 COMPUTED BY	18 AUDITED BY	19 TVL RCRD POSTED BY	20 RECEIVED (Payee signature and date or check no.)	21 AMOUNT PAID
RAG	CB	SEB	Michael Price	$85.00

10 FOR DO USE ONLY
DO VOUCHER NO: 588,610
SUBVOUCHER NO:

PAID BY
FSU
Ft Atterbury, IN 46124-9000
DSSN 6280
22 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$100.00
Actual Expense	-0-
Mileage or Transp Allowances	85.00
Reimbursable Expenses	-0-
Total Entitlement	$185.00
Less Previous Payments	-0-
Less Voucher Deductions	$100.00
Amt Charged to Acctg Class	$185.00

11 PAYMENT DESIRED ☐ CHECK ☒ CASH

12 ☐ PER DIEM REQUESTED

13 BAS RATE

DA FORM 1 NOV 79 3974 REPLACES DA FORM 1a-17b.

DD FORM 1 JUN 78 1351-2 EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED. Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

Document 2

TEC LESSON

Introduction

As an accounting specialist you will be working in the Accounts Maintenance Branch of the FSU and may be required to process travel advance documents that are sent to you on a block ticket from the Control Branch. In order to process these documents into the accounting system, you must be able to interpret the information provided on these documents. You will then make a determination whether or not processing action is required for all these documents.

All financial transactions that have an accounting effect must be documented. Documents such as contracts, invoices, travel orders, and so forth, which are used by an installation to obtain supplies and services, are channeled into the Finance Support Unit (FSU) for processing. All of these documents are routed to the Control Branch in the Accounting Division for document preparation, control and blocking prior to recording in the Accounts Maintenance Branch. Document preparation includes editing for correctness and completeness, verifying the validity of accounting classifications and sorting the documents according to the type of transaction to facilitate processing.

The Control Branch completes an Installation Block Ticket (DA Form 3974) and attaches the various documents that require action. The block is then routed to the Accounts Maintenance Branch for input to the Army's automated Standard Finance System (STANFINS).

The flow of documents (transactions) throughout the Accounting Division is controlled through the use of the block ticket, which is shown below. The Control Branch will fill in the following information: 1) block number; 2) type of document; 3) number of documents in the block; 4) date the documents are initially processed by the Control Branch; 5) Type/Action Code (T/A); and 6) dollar amount for each T/A code. The block ticket is also used as a basic control document for input to STANFINS.

INSTALLATION BLOCK TICKET

For use of this form, see AR 37-108; the proponent agency is AFAC.

(1) BLOCK NR	(2) TYPE OF DOCUMENT	NUMBER OF DOCUMENTS (3)	DATE (4)
360	travel advance disbursements and collections	2	(4111) 21 Apr 94

ANALYSIS

(5) ACCOUNT	(6) FUND DISBURSEMENT JOURNAL DEBIT	FUND DISBURSEMENT JOURNAL CREDIT	OTHER ( ) ACCOUNT	OTHER ( ) DEBIT	OTHER ( ) CREDIT
T/A 40	$ 300.00				
T/A 42X	$ 100.00				

DA Form 3974

Transactions are normally input directly into STANFINS by the FSU. Input is accomplished by transfering specific data from the source document to an 80 card column (cc) coding sheet IAW a pro forma. Examples of the two pro forma used for processing travel advance documents are shown below.

EXPENDITURE ACCOUNTING GENERAL LEDGER EFFECTS
PRO FORMA SHEET
STAGES OF TRANSACTION

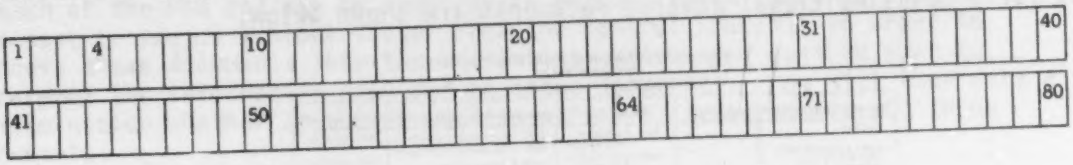
METHODS OF RECORDING	1 COMMITMENT	2 OBLIGATION	3/4 ACCRUED EXPENDITURE EXPENSE	5 DISBURSEMENT
ACCRUAL EOR's 2310, 2400, 2500 (2600 & 3100 Local Purchase)	NONE	4801 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd T/A 23	4802 - Undel Contr & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable T/A 22	2100 - Accts Payable 1000 - G.O. Cash 4803 - Unpd Contr & Orders Rec'd 3012 - Deb Allot T/A 40
OBLIGATION EOR's 2100, 2200, 2320/30 (MOD EOR 1100 & 1200) Imprest Fund	NONE	4801 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd T/A 21	4802 - Undel Contr & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable	T/A 40 (General ledger effects as above)
DISBURSEMENT EOR's 1100 & 1200	NONE	T/A 20 (Produces all of the above general ledger effects)		
TRAVEL ADVANCE EOR 4100 DISBURSEMENT	NONE	NONE	NONE	[illegible] 1000 - G.O. Cash T/A 40
COLLECTION				1000 - G.O. Cash 1404 - Advances in Transition T/A 42[X]
APPROPRIATION REFUNDS	NONE	Current Year T/A 21[X] Prior Year T/A 21[X]		T/A 42[X]

CODING PRO FORMA SHEET

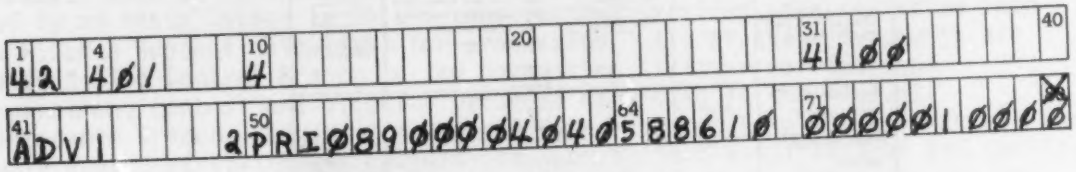
Type Transaction	1 Type	2 Action	3 CC	4-6 Bill/Line	7-8 Dept	9 Fund Type	10 FY	11-14 Appro	15-18 Lim	19 PY	20-21 OA	22 Reimb Desig	23-26 Serial Source	27-30 * Prog	31-34 EOR	35-40 FSN	41-44 APC/ RC	45-48	49 ODC	50-63 Doc Ref	64-69 Voucher#	70 IDC	71 - 80 Amount
FUNDING DOCUMENT																							
OBLIGATION	3 3 3	3 1 0									For EOR 1100 Code Mod hours here										T/A 20 ONLY		
ACCRUE EXPENDITURE EXPENSE	3	3																					
[illegible]	4	0																					
COLL	4	2																			CV#		X
[illegible]	4	3																			DOV#		X
TOTAL CARD						T	JULIAN DATE		$ AMOUNT														

TEC LESSON

A pro forma is a handy reference, or map, that tells you what information you must use for coding the different types of documents (transactions) onto an 80 card column (cc) coding sheet for STANFINS input.



An example of a completed 80 cc coding sheet is shown below.



The data from the 80 cc coding sheet is then transfered by a keypunch operator to a keypunch card, which is then sent forward for STANFINS input.

Travel Advance Disbursement and Collection

A travel advance is a loan made by the FSU to someone making a permanent change of station (PCS) or going on temporary duty (TDY). The purpose of the advance is to provide the traveler with government funds so that he does not have to use his own money to finance the trip.

Since this money is only a loan, a travel advance is NEVER OBLIGATED (funds are not committed) by the installation. However, a disbursement for the cash outlay must be recorded. This disbursement is based upon the processing of a Travel Voucher (DD Form 1351).

The voucher will indicate in section I that a travel advance has been made.

TRAVEL VOUCHER

BUREAU VOUCHER NUMBER

D O VOUCHER NO: 544,205

I. PAYMENT FOR

1 ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	XX	6 TRANSPORTATION OF DEPENDENTS	
2 ADVANCE OF TRAVEL ALLOWANCES (PCS)		7 DISLOCATION ALLOWANCE	
3 ACCRUED PER DIEM FOR TDY/TAD		8 TRAILER ALLOWANCE	
4 SETTLEMENT OF TDY/TAD TRAVEL		9	
5 SETTLEMENT OF PCS TRAVEL		10	

PAID BY
FSU
Ft Atterbury, IN 46124
DSSN 6280
21 Apr 94

II. INDIVIDUAL PAYMENT

1 PAYEE (Last Name, First, Middle Initial)	2 RANK OR GRADE	3 SOCIAL SECURITY NUMBER
WEAVER, MARK	SFC	999-00-1108

4 ORGANIZATION AND STATION
HQ, Ft Atterbury, IN 46124-9000

5 TRAVEL ORDER
WEA11080004007, HQ, Ft Atterbury, IN 46124-9000 9 Apr 94

6 ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE NAMED MEMBER AS FOLLOWS
Advance per diem requested

7 CHECK NUMBER	8 CHECK DATE	9 AMOUNT PAID	10 DATE PAID	11 RECEIVED IN CASH (Signature of payee)
		$85.00	21 Apr 94	Mark Weaver

III. PAYMENTS CONSOLIDATED

1 PER SUBVOUCHER NO	THROUGH	ATTACHED	2 PER	TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

IV. APPROVED FOR PAYMENT (When required by individual service regulations)

1 TYPED NAME AND TITLE	2 SIGNATURE

V. REMARKS

Submission of a travel voucher upon completion of travel is required.

VI. ACCOUNTING CLASSIFICATION(S)

	$	
2142020 76-9930 P930-4100 S12123 (ADV1)	85	00

COMPUTED BY	AUDITED BY	POSTED TO TVL RECORD BY	DATE ENTERED	AMOUNT PAID
RAG	CR	SEB	21 Apr 94	85 .00

DD FORM 1 JUL 65 1351

FORM APPROVED BY COMPTROLLER GENERAL U S 2 JUNE 1969

TEC LESSON

Advances of funds made to military members will be accounted for and controlled through the use of DD Form 1351. A copy of the DD Form 1351, initiated by the military member and prepared IAW Chapter 5, AR 37-106, will be used by the FSU to maintain a record of individual advances. Travel advances will be controlled by the special advance account P930.

When the traveler returns, he must file a Travel Voucher or Subvoucher (DD Form 1351-2). The travel advance is collected at this time and the transaction is settled.

TRAVEL VOUCHER OR SUBVOUCHER

(Complete by typewriter, ink, or ball point pen (PRESS HARD); do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME FIRST NAME MIDDLE INITIAL (Print/Type): WEAVER, MARK R.

GRADE/RANK: SFC

SSN: 999-00-1108

CHECK MAILING ADDRESS (Include ZIP Code):

DUTY PHONE NO:

ORGANIZATION AND STATION: HQ, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS (Paragraph S.O. No. Issuing Hq. Date) (Include amending orders): WEA11080004036

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date received, Place paid or DO Station No. If none, so state): $85.00 DOV 440,205 dtd 21 Apr 94, Ft Atterbury, IN

1 ITINERARY (See Item 25 for Symbols)

DATE 19__		LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	MODE OF TRAVEL	MEANS FOR GOV'T USE	2 COST OF LODGING	3 NUMBER OF MEALS GOVT	3 NUMBER OF MEALS DED*	3 NUMBER OF MEALS OPEN MESS	4 POC MILES
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									

Assume that voucher is completed properly.

5 REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6 Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (31 USC 680a)

7 TR S/MTA S/MT'S (If none, so state)

NUMBER	FROM	TO

8 LEAVE STATEMENT

9 POC TRAVEL ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

PENALTY - The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 287).

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14 SIGNATURE OF CLAIMANT: Mark Weaver

DATE: 25 Apr 94

15 ACCOUNTING CLASSIFICATION

2142020 76-9505 P200000-211A S12123 202696.N1200(N102) $100.00
2142020 76-9505 P200000-219A S12123 202696.N1200(N102) $ 50.00

16 COLLECTION DATA

2142020 76-9930 P930-4100 S12123 (ADV1) $85.00

17 COMPUTED BY	18 AUDITED BY	19 TVL RCRD POSTED BY	20 RECEIVED (Payee signature and title or check no.)	21 AMOUNT PAID
RAG	CB	SEB	Mark Weave	→ $65.00

10 FOR DO USE ONLY

DO VOUCHER NO: 580,505

SUBVOUCHER NO:

PAID BY: FSU
Ft Atterbury, IN 46124-9000
DSSN 6280
25 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$100.00
Actual Expense	-0-
Mileage or Transp Allowances	$50.00
Reimbursable Expenses	-0-
Total Entitlement	$150.00
Less Previous Payments	
Less Voucher Deductions	$85.00
Amt Charged to Acctg Class	$150.00

11 PAYMENT DESIRED ☐ CHECK ☑ CASH

12 ☐ PER DIEM REQUESTED

13 BAS RATE

DD FORM 1 JUN 78 1351-2 EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED

Exception to SF 1012 and 1012a approved by NARS, GSA April 1978

Document Analysis

When you receive the block ticket containing the travel advance documents, you must make sure the information is accurate. Check to ensure that the number of documents attached is the same as the number recorded on the DA Form 3974. The sum of the dollar amount for each document must also agree with the total dollar amount shown on the block ticket.

Next, you must check the attached documents to ensure that all of the appropriate blocks have been filled in: for example, 1) that the documents have been signed; 2) that the Disbursing Station Symbol Number (DSSN) is the appropriate one for your installation; 3) and that the Fiscal Station Number (FSN) is also the appropriate one for your installation.

TRAVEL VOUCHER

BUREAU VOUCHER NUMBER: 506,198

I. PAYMENT FOR
- 1 ADVANCE OF TRAVEL ALLOWANCES (TDY) — X
- 2 ADVANCE OF TRAVEL ALLOWANCES (PCS)
- 3 ACCRUED PER DIEM FOR TDY, TAD
- 4 SETTLEMENT OF TDY, TAD TRAVEL
- 5 SETTLEMENT OF PCS TRAVEL
- 6 TRANSPORTATION OF DEPENDENTS
- 7 DISLOCATION ALLOWANCE
- 8 TRAILER ALLOWANCE

PAID BY: FSU, Ft Atterbury, IN 46124-9000
(1) DSSN 6280
21 Apr 94

II. INDIVIDUAL PAYMENT
1 PAYEE: CASH, GARRET W.
2 RANK OR GRADE: MAJ
3 SOCIAL SECURITY NUMBER: 999-00-0542
4 ORGANIZATION AND STATION: HQ, Ft Atterbury, IN 46124-9000
5 TRAVEL ORDER: EAS05420004029 HQ, Ft Atterbury, IN, dtd 17 Apr 94
6 ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE NAMED MEMBER AS FOLLOWS:
Advance per diem requested
(2)

7 CHECK NUMBER	8 CHECK DATE	9 AMOUNT PAID	10 DATE PAID	RECEIVED IN CASH (Signature of payee)
		$300.00	21 Apr 94	Garret Cash

III. PAYMENTS CONSOLIDATED
1 PER SUBVOUCHER NO | THROUGH | ATTACHED | 2 PER | TRAVEL ALLOWANCE PAYMENT (STS)

IV. APPROVED FOR PAYMENT (Where required by individual service regulations)
1 TYPED NAME AND TITLE | 2 SIGNATURE

V. REMARKS
Submission of a travel voucher upon completion of travel is required.

VI. ACCOUNTING CLASSIFICATION(S)
2142020 76-9930 P930-4100 S12123 ADV1 $
(3)

COMPUTED BY	AUDITED BY	POSTED TO TVL RECORD BY	DATE ENTERED	AMOUNT
RAG	CB	SEB		$

DD FORM 1351 — FORM APPROVED BY COMPTROLLER GENERAL, U.S.

TRAVEL VOUCHER OR SUBVOUCHER

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME	FIRST NAME	MIDDLE INITIAL	GRADE/RANK	SSN
BLAIR	ROGER		SSG	999-00-1300

CHECK MAILING ADDRESS: DUTY PHONE NO: 1121

ORGANIZATION AND STATION: FAO, Ft Atterbury, IN 46124-9000
(3)
TRAVEL ORDERS: BLA13000004021, HHC, Ft Atterbury, IN 46124-9000 20 Apr 94
PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS: $60.00 DOV 494, 680 dtd 22 Apr 94, Ft Atterbury, IN

1 ITINERARY — 2 COST OF LODGING — 3 NUMBER OF MEALS (GOVT / OPEN MESS) — 4 POC MILES

DATE 19__	LOCAL TIME (24 Hour Clock)	PLACE (Name, Office, Base, Activity, City and State, City and Country, etc.)	NUMBER OF PERSONS	REASON	COST OF LODGING	NUMBER OF MEALS GOVT	NUMBER OF MEALS DED*	NUMBER OF MEALS OPEN MESS	POC MILES
DEP									
ARR									
DEP									
ARR									
DEP									
ARR									
DEP									
ARR									
DEP									
ARR									

Assume that voucher is completed properly.

5 REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6 Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (31 USC 680a)

7 TDY SHIFTS (If none, so state)

NUMBER	FROM	TO

8 LEAVE STATEMENT

9 POC TRAVEL ☐ OWNER-OPERATOR (See Item 22b) ☐ PASSENGER

PENALTY: The penalty for willfully making a false claim is ... (18 USC 287, 18 USC Section 287)

I hereby claim the amount due me. The statements on this voucher and attached are true and complete. Payment or credit has not been received.
(1)
15 SIGNATURE OF CLAIMANT: Roger Blair — DATE: 24 Apr 94

16 ACCOUNTING CLASSIFICATION
2142020 76-9505 P200000-211A S12123 202696.N1200 (N102) $100.00
2142020 76-9505 P2000000219A S12123 202696.N1200 (N102) $ 50.00
(2)

17 COLLECTION DATA
2142020 76-9930 P930-4100 S12123 (ADV1) $60.00

18 COMPUTED BY	19 AUDITED BY	20 TVL ACCTG POSTED BY	20 RECEIVED (Payee signature and date or check no.)	21 AMOUNT PAID
RAG	CB	SEB		→ $90.00

DD FORM 1351-2 — EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED — Exception to SF 1012 and 1013a approved by NARS, GSA, April 1978

10 FOR DO USE ONLY
DO VOUCHER NO: 580,565
SUBVOUCHER NO
PAID BY: FSU, Ft Atterbury, IN 46124-9000
DSSN 6280
24 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$100.00
Actual Expense	-0-
Mileage or Transp Allowances	50.00
Reimbursable Expenses	-0-
Total Entitlement	$150.00
Less Previous Payments	-0-
Less Voucher Deductions	$ 60.00
Amt Charged to Accty Class	$150.00

11 PAYMENT DESIRED ☒ CHECK ☐ CASH
12 BAS RATE ☐ PER DIEM REQUESTED

Finally, you must analyze the documents to determine if they are appropriate for STANFINS input.

The six steps of document analysis, listed below, give you the procedures for correctly interpreting travel advance transactions for STANFINS input.

1. Element of Resource.
2. Method of Recording
3. Stage of Transaction
4. Adjustment
5. General Ledger Effects
6. Reconcile with Nonstock Fund Orders and Payables listing

The Element of Resource (EOR)

The EOR is a four digit code that specifies the type of services, goods or the other items being procured or consumed by the installation, according to its type rather than the purpose.

The source for determining the appropriate EOR is the expenditure pro forma. This is a prescribed form, which may be locally developed, that gives you the reference material required for coding into STANFINS. Note that the EOR for travel advance disbursements and collections is 4100. It is listed in the Method of Recording column.

EXPENDITURE ACCOUNTING GENERAL LEDGER EFFECTS
PRO FORMA SHEET
STAGES OF TRANSACTION

METHODS OF RECORDING	1 COMMITMENT	2 OBLIGATION	3/4 ACCRUED EXPENDITURE EXPENSE	5 DISBURSEMENT
ACCRUAL EOR's 2310, 2400, 2500 (2600 & 3100 Local Purchase)	NONE	4501 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd	4802 - Undel Contrl & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable	2100 - Accts Payable 1000 - D.O. Cash 4803 - Unpd Contr & Orders Rec'd
TRAVEL ADVANCE EOR 4100 DISBURSEMENT	NONE	NONE	NONE	1401 - Advances to Travelers 1000 - D.O. Cash T/A 40
COLLECTION				1000 - D.O. Cash 1401 - Advances to Travelers T/A 42[X]
APPROPRIATION REFUNDS	NONE	Current Year T/A 21[X] Prior Year T/A 21[X]		T/A 42[X]

Method of Recording

The method of recording is the manner in which a document (transaction) is recorded for STANFINS input. There are four methods of recording:

1. Accrual
2. Obligation
3. Disbursement
4. Travel advance

You will use the travel advance method to record both travel advance disbursements and collections, as shown in the pro forma below. This method will only affect the Disbursing Officers cash (account 1000) which maintains a balance of the money disbursed for travel advances and the controlling account (account 1401) which maintains the balance of outstanding travel advances that have not been settled.

EXPENDITURE ACCOUNTING GENERAL LEDGER EFFECTS
PRO FORMA SHEET
STAGES OF TRANSACTION

METHODS OF RECORDING	1 COMMITMENT	2 OBLIGATION	3/4 ACCRUED EXPENDITURE EXPENSE	5 DISBURSEMENT
ACCRUAL EOR's 2310, 2400, 2500 (2600 & 3100 Local Purchase)	NONE	4501 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd T/A 23	4802 - Undel Contrl & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable T/A 32	2100 - Accts Payable 1000 - D.O. Cash 4803 - Unpd Contr & Orders Rec'd 3012 - Disb Allot T/A 40
OBLIGATION EOR's 2100, 2200, 2320/30 (MOD EOR 1100 & 1200) Imprest Fund	NONE	4501 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd	4802 - Undel Contr & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable T/A 21	T/A 40 (General ledger effects as above)
DISBURSEMENT EOR's 1100 & 1200	NONE	T/A 20 (Produces all of the above general ledger effects)		
TRAVEL ADVANCE **EOR 4100** **DISBURSEMENT**	**NONE**	**NONE**	**NONE**	**1401 - Advances to Travelers** **1000 - D.O. Cash** **T/A 40**
COLLECTION				**1000 - D.O. Cash** **1401 - Advances to Travelers** **T/A 42[X]**
APPROPRIATION REFUNDS	NONE	Current Year T/A 21[X] Prior Year T/A 21[X]		T/A 42[X]

TEC LESSON

Stage of Transaction

The stage of transaction is a one or two step process of recording a transaction which, although performed at different times, forms a single procedure. There are five stages of transaction:

1. Commitment
2. Obligation
3/4. Accrued expenditure/expense
5. Disbursement

The stage for travel advance is disbursement. Thus, you will record only one step for both the disbursement and collection documents.

EXPENDITURE ACCOUNTING GENERAL LEDGER EFFECTS
PRO FORMA SHEET
STAGES OF TRANSACTION

METHODS OF RECORDING	1 COMMITMENT	2 OBLIGATION	3/4 ACCRUED EXPENDITURE EXPENSE	5 DISBURSEMENT
ACCRUAL EOR's 2310, 2400, 2500 (2600 & 3100 Local Purchase)	NONE	4501 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd T/A 23	4802 - Undel Contrl & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable T/A 32	2100 - Accts Payable 1000 - D.O. Cash 4803 - Unpd Contr & Orders Rec'd 3012 - Disb Allot T/A 40
OBLIGATION EOR's 2100, 2200, 2320/30 (MOD EOR 1100 & 1200) Imprest Fund	NONE	4501 - Unobligated Funds Available 4802 - Undel Contr & Orders Rec'd	4802 - Undel Contr & Orders Rec'd 4803 - Unpd Contr & Orders Rec'd 7000 - Expense Summary 2100 - Accts Payable T/A 21	T/A 40 (General ledger effects as above)
DISBURSEMENT EOR's 1100 & 1200	NONE	T/A 20 (Produces all of the above general ledger effects)		
TRAVEL ADVANCE **EOR 4100** **DISBURSEMENT**	**NONE**	**NONE**	**NONE**	**1401 - Advances to Travelers** **1000 - D.O. Cash** **T/A 40**
COLLECTION				**1000 - D.O. Cash** **1401 - Advances to Travelers** **T/A 42[x]**
APPROPRIATION REFUNDS	NONE	Current Year T/A 21[x] Prior Year T/A 21[x]		T/A 42[x]

Adjustment

The adjustment step of document analysis is the procedure for initiating and/or processing adjustments affecting appropriation or fund accounts.

There will be no adjustment necessary when processing travel advance documents. The collection will be for the same amount as the disbursement.

General Ledger Effects

The general ledger is the permanent financial record of an installation's operation. It is maintained by the Control Branch and contains, in summary form, the status of the installation's accounts and a record of results of operations for each accounting period.

The effect on the general ledger for travel advance disbursement (DD Form 1351) is a debit (deduction) to account 1401 and a credit (addition) to account 1000. For travel advance collection (DD Form 1351-2), the effect is reversed; a credit to account 1000 and a debit to account 1401, as seen on the pro forma below. These effects will be automatically posted and processed for you by STANFINS.

TRAVEL ADVANCE EOR 4100 DISBURSEMENT	NONE	NONE	NONE	1401 - Advances to Travelers 1000 - D.O. Cash T/A 40
COLLECTION				1000 - D.O. Cash 1401 - Advances to Travelers T/A 42[B]
APPROPRIATION REFUNDS	NONE	Current Year T/A 21[X] Prior Year T/A 21[X]		T/A 42[X]

TEC LESSON

Nonstock Fund Orders and Payables Listing

The last step in analyzing travel advance documents is to reconcile them with the Nonstock Fund Orders and Payables listing.

This listing is a report that shows the cumulative status, by document number, of nonstock fund open transactions as of the date of the report. It provides a record of all open transactions against accounts. The P930 account is for travel advance transactions.

Since there is no obligation for travel advance, disbursing amounts only will be shown on the listing. The DD Form 1351 you are processing will not appear on the listing until it has been input to STANFINS. Check the listing to ensure that it has not already been processed and has not been recorded on the listing. Once it has been input, it will appear on the next listing.

The DD Form 1351-2 must be checked against the listing to ensure that the DD Form 1351 for the advance has already been processed. Check the list, by document number and amount, to make sure that the dollar amount disbursed matches the dollar amount being collected, as shown in the example on the next page.

PREPARED 94 APR 30 NONSTOCK FUND ORDERS AND PAYABLES
PCN AVK-602 AS OF 27 APR 94

PD	DPT	FT	FY	APPN	PY	OA	ALLOT	FIS-STA
21	4		2020	0		76	9930	012123

LIMT	PROG	APC	EOE	ODC	DOCUMENT NO	NAME	OBL AMOUNT	ACC AMOUNT	DISB AMOUNT	EOC-HR	O-DT	A-DT	D-DT	AF	DF	LI	FAC	LC
0000	0930	ADV6	4100	2	KIL12470004016		.00	.00	250.00		0000	0000	4025					17
					WEA80090004040		.00	.00	150.00	406202	0000	0000	4042					17
					PRI08900004040		.00	.00	100.00	401933	0000	0000	4004					17
					OBA39960004035		.00	.00	1,584.00	455794	0000	0000	4020					17
					SCH30180004060		.00	.00	178.00	400066	0000	0000	3293					17
					OST81940004033		.00	.00	136.00	400424	0000	0000	3287					17
					TAY39990004010		.00	.00	60.00	400288	0000	0000	3312					17
					D0044230004012		.00	.00	60.00	400287	0000	0000	3312					17
					MIL36210004041		.00	.00	593.00	401158	0000	0000	3305					17
					RIC13870004019													
					SCH89290004020													
					SUT78510004052													

4 2020 0 76 9930 012123

UNDEL ORDERS

ACCTS PAYABLE

UNLIQ-OBLIG

TRAVEL VOUCHER OR SUBVOUCHER (Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME - FIRST NAME - MIDDLE INITIAL (Print/Type)	GRADE/RANK	SSN
PRICE, MICHAEL	CPT	999-00-0890

CHECK MAILING ADDRESS (Include ZIP Code) — DUTY PHONE NO: 2323

ORGANIZATION AND STATION: FSU, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders)

PRI08900004040 HHC, Ft Atterbury, IN 46124-9000 7 Apr 94

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amt, incl, DO Voucher No., Date received, Place paid, or DO Station No. If none, so state)

$100.00 DOV 458, 309, dtd 21 Apr 94, Ft Atterbury, IN

DATE 19__	LOCAL TIME (24 Hour Clock)	PLACE (Name, Office, Base, Activity, City and State, City and Country, etc.)	MEANS OF TRANSP	POC USED	2 COST OF LODGING	3 NUMBER OF MEALS GOVT	3 NUMBER OF MEALS DED*	3 NUMBER OF MEALS OPEN MESS	4 POC MILES
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								

Assume that voucher is completed properly.

5 REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6 Long distance telephone calls are certified as necessary in the interest of the Government. — APPROVING OFFICER (31 USC 680a)

7 TR'S/MTA'S/MT'S (If none, so state)

NUMBER	FROM	TO

8 LEAVE STATEMENT

9 POC TRAVEL ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH. (U.S. Code, Title 18, Section 287.)

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14 SIGNATURE OF CLAIMANT: Michael Price — DATE: 22 Apr 94

15 ACCOUNTING CLASSIFICATION

2142020 76-9505 P200000-211A S12123 2026 96.N1200 (N102) $100.00
2142020 76-9505 P200000-219A S12123 2026 96.N1200 (N102) $ 85.00

16 COLLECTION DATA: 2142020 76-9930 P930-4100 S12123 (ADV1) $100.00

17 COMPUTED BY	18 AUDITED BY	19 TVL RCRD POSTED BY	20 RECEIVED (Payee's signature and date or check no.)	21 AMOUNT PAID
RAG	CB	SEB	Michael Price	$85.00

10 FOR DO USE ONLY

DO VOUCHER NO: 588,610

SUBVOUCHER NO:

PAID BY: FSU, Ft Atterbury, IN 46124-9000, DSSN 6280, 22 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$100.00
Actual Expense	-0-
Mileage or Transp. Allowances	85.00
Reimbursable Expenses	-0-
Total Entitlement	$185.00
Less Previous Payments	-0-
Less Voucher Deductions	$100.00
Amt Charged to Acctg Class	$185.00

11 PAYMENT DESIRED ☐ CHECK ☒ CASH

12 ☐ PER DIEM REQUESTED

13 BAS RATE

DD FORM 1 JUN 78 1351-2 EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED

Exception to SF 1012 and 1012a approved by NARS, GSA April 1978

TEC LESSON

Once you have reconciled all the documents with the listing, you are ready to code the transactions for STANFINS input.

PRACTICE EXERCISE 1

Note: You should have already reproduced three copies of the answer sheet on page 43, one copy each of the Nonstock Fund Orders and Payables listing on page 41, and one copy of the pro forma on page 42. If you have not already done so, make your copies at this time.

Take out a copy of the answer sheet and mark it "Practice Exercises." You will use this answer sheet for all the practice exercises.

Assume that your Disbursing Station Symbol Number (DSSN) is 6280 and that your Fiscal Station Number (FSN) is S12123.

Analyze the documents shown on the next two pages using your copies of the Nonstock listing and of the pro forma, and determine the following:

1. Is the DD Form 1351 on page 19 a travel advance disbursement or collection?

2. Is the DD Form 1351-2 on page 21 a travel advance disbursement or collection?

If you make any errors, review this portion of the lesson before continuing.

TRAVEL VOUCHER	BUREAU VOUCHER NUMBER	D.O. VOUCHER NO. 544,205

I. PAYMENT FOR

1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	XX	6. TRANSPORTATION OF DEPENDENTS		PAID BY FSU Ft Atterbury, IN 46124 DSSN 6280 21 Apr 94
2. ADVANCE OF TRAVEL ALLOWANCES (PCS)		7. DISLOCATION ALLOWANCE		
3. ACCRUED PER DIEM FOR TDY/TAD		8. TRAILER ALLOWANCE		
4. SETTLEMENT OF TDY/TAD TRAVEL		9.		
5. SETTLEMENT OF PCS TRAVEL		10.		

II. INDIVIDUAL PAYMENT

1. PAYEE (Last Name, First, Middle Initial)	2. RANK OR GRADE	3. SOCIAL SECURITY NUMBER
WEAVER, MARK	SFC	999-00-1108

4. ORGANIZATION AND STATION
HQ, Ft Atterbury, IN 46124-9000

5. TRAVEL ORDER
WEA11080004007, HQ, Ft Atterbury, IN 46124-9000 9 Apr 94

6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS
Advance per diem requested

7. CHECK NUMBER	8. CHECK DATE	9. AMOUNT PAID	10. DATE PAID	11. RECEIVED IN CASH (Signature of payee)
		$85.00	21 Apr 94	Mark Weaver

III. PAYMENTS CONSOLIDATED

1. PER SUBVOUCHER NO	THROUGH	ATTACHED	2. PER	TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

IV. APPROVED FOR PAYMENT (When required by individual service regulations)

1. TYPED NAME AND TITLE	2. SIGNATURE

V. REMARKS

Submission of a travel voucher upon completion of travel is required.

VI. ACCOUNTING CLASSIFICATION(S)

	$	
2142020 76-9930 P930-4100 S12123 (ADV1)	85	00

COMPUTED BY	AUDITED BY	POSTED TO TVL RECORD BY	DATE ENTERED	AMOUNT PAID
RAG	CR	SEB	21 Apr 94	85 .00

DD FORM 1 JUL 65 1351 — FORM APPROVED BY COMPTROLLER GENERAL, U.S. 2 JUNE 1965

Document 1

(Page 20 is intentionally left blank.)

blank page

TRAVEL VOUCHER OR SUBVOUCHER

(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME - FIRST NAME - MIDDLE INITIAL (Print/Type)	GRADE/RANK	SSN
KILLEN, LARRY	SFC	999-00-1247

CHECK MAILING ADDRESS (Include ZIP Code)

DUTY PHONE NO: 4112

ORGANIZATION AND STATION: HHC, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders)

KIL12470004041, HHC, Ft Atterbury, IN 46124-9000 22 Apr 94

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date received, Place paid, or DO Station No. If none, so state)

$250.00 DOV 401, I12, dtd 22 Apr 94, Ft Atterbury, IN

1 ITINERARY (See Item 25 for Symbols)

DATE 19__	LOCAL TIME (24 Hour Clock)	PLACE (Home, Office, Base, Activity, City and State, City and Country, etc.)	MODE OF TRAVEL	REASON FOR STOP	2 COST OF LODGING	3 NUMBER OF MEALS GOVT	3 NUMBER OF MEALS OPEN MESS	4 POC MILES
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							
	DEP							
	ARR							

Assume that voucher is completed properly.

5 REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6 Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (31 USC 680a)

7 TR'S/MTA'S/MT'S (If none, so state)

NUMBER	FROM	TO

8 LEAVE STATEMENT ____ days ____ hours taken between ____ and ____

9 POC TRAVEL ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

PENALTY The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH. (U.S. Code, Title 18, Section 287.)

→ I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14 SIGNATURE OF CLAIMANT: Larry Killen — DATE: 25 Apr 94

15 ACCOUNTING CLASSIFICATION

2142020 76-9505 P200000 -211A S12123 202696.N1200 (N102) $300.00
2142020 76-9505 P200000-219A S12123 202696.N1200 (N102) $100.00

16 COLLECTION DATA

2142020 76-9930 P930-4100 S12123 (ADV1) $250.00

17 COMPUTED BY	18 AUDITED BY	19 TVL ACRD POSTED BY	20 RECEIVED (Payee signature and date or check no.)	21 AMOUNT PAID
RAG	CB	SEB	Larry Killen	→ $150.00

10 FOR DO USE ONLY

DO VOUCHER NO: 501,309

SUBVOUCHER NO:

PAID BY

FSU
Ft Atterbury, IN 46124-9000
DSSN 6280
25 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$300.00
Actual Expense	-0-
Mileage or Transp Allowances	100.00
Reimbursable Expenses	-0-
Total Entitlement	$400.00
Less Previous Payments	-0-
Less Voucher Deductions	$250.00
Amt Charged to Acctg Class	$400.00

11 PAYMENT DESIRED ☐ CHECK ☒ CASH

12 ☐ PER DIEM REQUESTED

13 BAS RATE

DD FORM 1 JUN 78 1351-2 EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED. Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

Document 2

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 1

Practice Exercise 1

Document 1: Disbursement

Document 2: Collection

Coding the Transactions

The final phase of processing travel advance documents is coding for STANFINS input. This is accomplished by transferring specific data from the source document to an 80 cc coding sheet.

TRAVEL VOUCHER OR SUBVOUCHER

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME: PARENT, WILLIAM L. | GRADE/RANK: CPT | SSN: 999-00-6579

CHECK MAILING ADDRESS: | DUTY PHONE NO.: 2431

ORGANIZATION AND STATION: DPCA, HQ, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS: PAR65790004060DPCA, Ft Atterbury dtd 18 Apr 94

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS: $150.00 DOV 406,202 dtd 10 Apr 94 DSSN 6280

FOR DO USE ONLY
DO VOUCHER NO: 507,877
SUBVOUCHER NO:
PAID BY: FSU, Ft Atterbury, In 46124-9000, DSSN 6280, 20 Apr 94

ITINERARY

DATE	LOCAL TIME	PLACE	COST OF LODGING	NUMBER OF MEALS GOVT	NUMBER OF MEALS OWN MESS	POC MILES
DEP						
ARR						

1 42 4 40 1 10 4 20 31 41 00 40

41 ADV1 2 50 PAR65790004064 5078771 64 71 00000150 00 80

Assume that voucher is completed properly.

REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

SUMMARY OF PAYMENT

Per Diem	$100.00
Actual Expense	$ 65.00
Mileage or Transp Allowances	
Reimbursable Expenses	$165.00
Total Entitlement	
Less Previous Payments	
Less Voucher Deductions	$150.00
Amt Charged to Accig Class	$165.00

11 PAYMENT DESIRED: ☐ CHECK ☒ CASH

12 ☐ PER DIEM REQUESTED

13 BAS RATE

9 Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (If USE desired)

7 TR S/MTA S/MTS

NUMBER	FROM	TO

8 LEAVE STATEMENT

9 POC TRAVEL ☐ OWNER/OPERATOR ☐ PASSENGER

PENALTY

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received. 14 SIGNATURE OF CLAIMANT: William Parent DATE:

15 ACCOUNTING CLASSIFICATION

2142020 76-9505 P200000-211A S12123 202696.N1200 (DPA4) $100.00
2142020 76-9505 P200000-219A S12123 202696.N1200 (DPA4) $ 65.00

16 COLLECTION DATA

2142020 76-9930-4100 S12123 ADV1 $150.00

17 COMPUTED BY | 18 AUDITED BY | 19 TVL RCRD POSTED BY | 20 RECEIVED (Payee signature and date or check no.) | 21 AMOUNT PAID → $15.00

DD FORM 1351-2 JUN 78 EDITION ... 65 WILL BE USED UNTIL EXHAUSTED

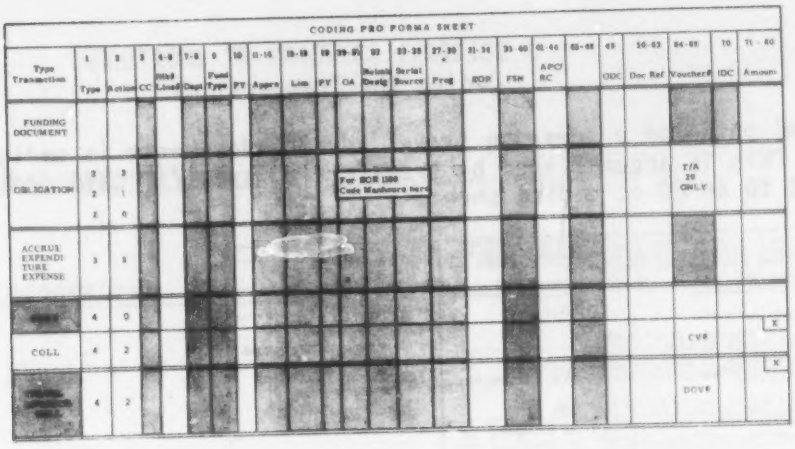
Exception to SF 1012 and 1013a approved by NARS, GSA April 1978

Data processing codes are used in any mechanized accounting system to improve functional efficiency. The data processing codes for STANFINS are known as type/action (T/A) codes. Input is accomplished by assigning the proper T/A code to the document.

The Coding Pro Forma Sheet should be used as a reference for determining the T/A code.

The pro forma indicates which blocks of the coding sheet are to be filled in.

TEC LESSON



CODING PRO FORMA SHEET

Type Transaction	1 Type	2 Action	3 CC	4-6 Blk Load	7-8 Dept	9 Fund Type	10 FY	11-14 Appro	15-18 Loc	19 FY	20-21 OA	22 Reimb Desig	23-26 Serial Source	27-30 * Prog	31-34 BOP	35-40 FSN	41-44 APC/ RC	45-48	49 ODC	50-63 Doc Ref	64-69 Voucher#	70 IDC	71 - 80 Amount
FUNDING DOCUMENT																							
OBLIGATION	3 2 2	3 1 0									For BOR 1000 Code Manhours here										T/A 20 ONLY		
ACCRUE EXPENDITURE EXPENSE	3	3																					
[redacted]	4	0																					X
COLL	4	2																			CV#		
[redacted]	4	2																			DOV#		X

Block

1 - 2 T/A Code - assigned by the type of transaction and the method of recording to be used for the stage of transaction. For travel advance disbursements, the code will be 40 - for collections, 42X.

4 - 6 Block Ticket Number - the control number found on the Installation Block Ticket used to route a specific document.

10 Fiscal Year - from the accounting classification on the source document.

31 -34 Element of Resource - from the accounting classification on the source document.

41 - 44 Accounting Processing Code - from the source document.

49 Obligation Data Code - "1" if the money is staying within the Federal Government - "2" if it is going outside the Federal Government. For travel advance, a "2" will always be used.

50 - 63 Document Reference Number - locally devised number which is unique to the specific transaction. Once this document number has been assigned, it must be used throughout all stages of the expenditure accounting transaction. Edit routines require that at least the first six positions of the field are filled.

64 - 69 Voucher Number - used when a disbursing office voucher (DOV) number or cash collection voucher (CV) is used on the document.

70 Liquidation/Delinquent and Final Indicator Codes. This block is left blank for travel advance actions.

71-80 Dollar amount - justified from the right fill in the last block first starting with cents and work backwards) - add zeroes to fill in any remaining blocks.

80 Card Column (cc) Coding Sheet

The next step is to transfer the information from the source documents and from the block ticket, directly to the 80cc coding sheet. The pro forma will show you what T/A code to use and which blocks on the coding sheet to fill in.

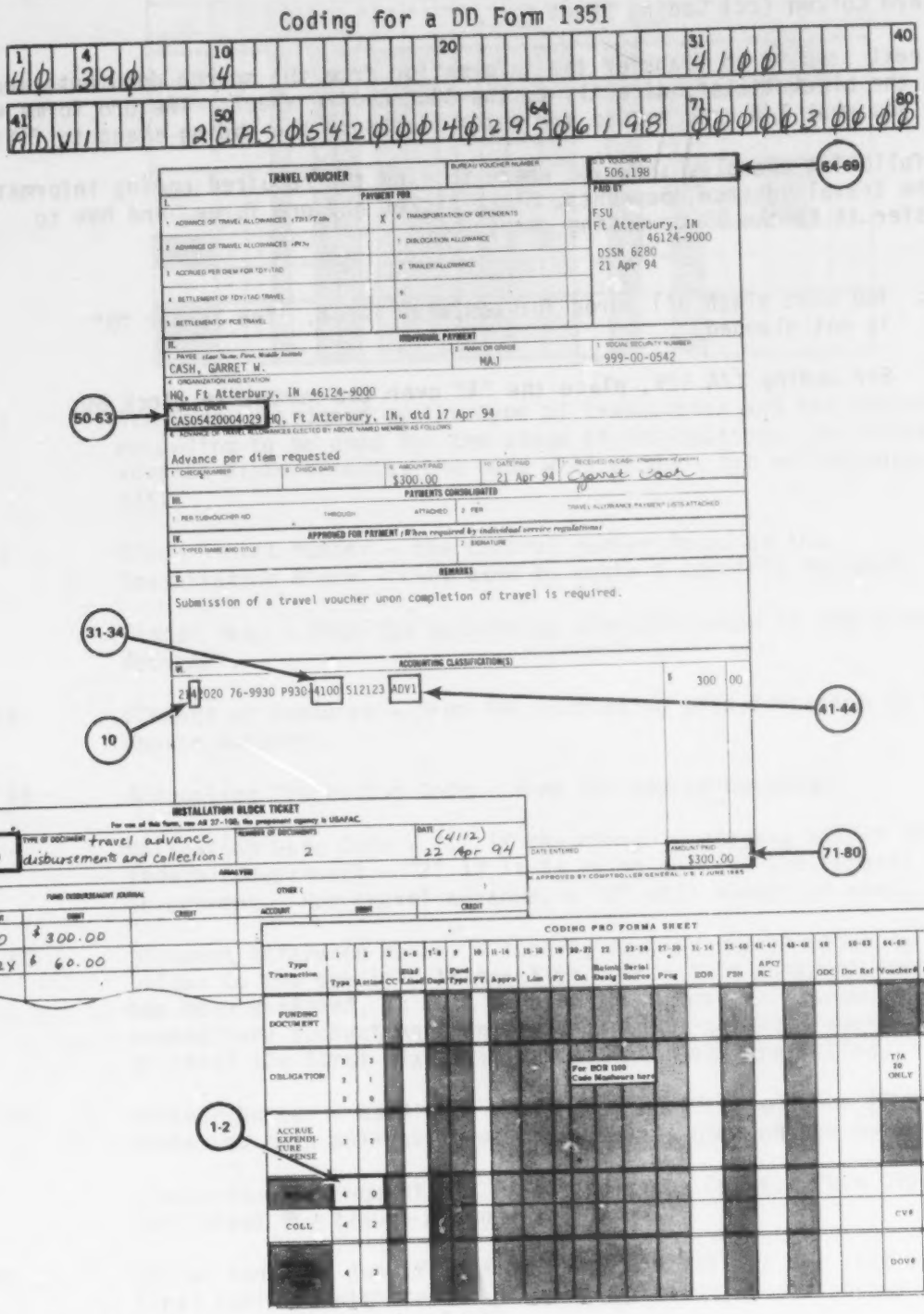
The following examples show you where to find the required coding information on the travel advance documents, block ticket and pro forma, and how to transfer it to the 80 cc coding sheet.

Note: You must slash all zeros for computer input. The letter "O" is not slashed.

For coding T/A 42X, place the "X" over the number in block 80.

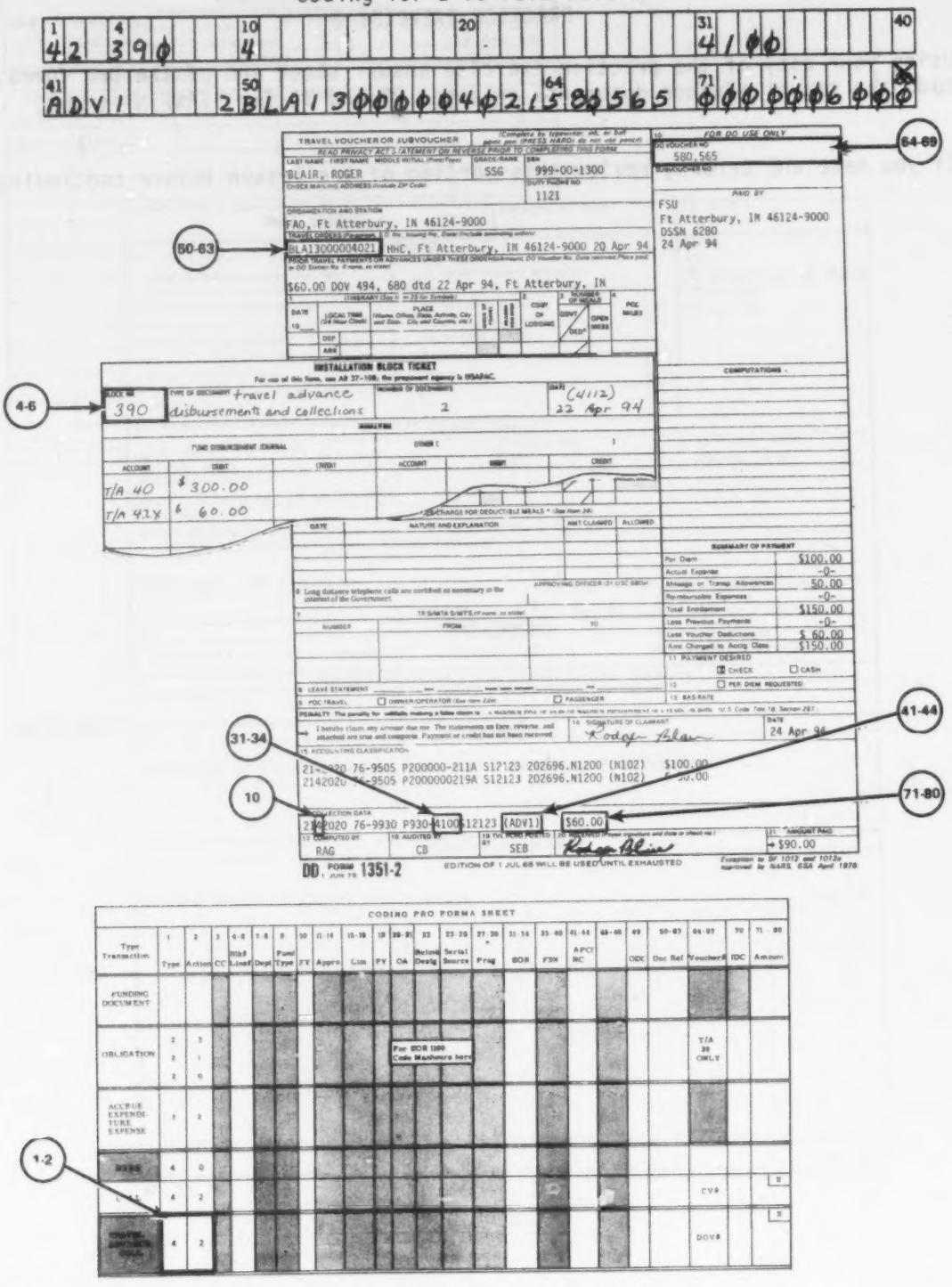
TEC LESSON

Coding for a DD Form 1351



Note: Remember to put a "2" in block 49.

Coding for a DD Form 1351-2



Note: Remember to put a "2" in block 49.

PRACTICE EXERCISE 2

Using your copy of the practice exercise answer sheet and of the pro forma, code the travel advance documents on pages 29 and 31 for STANFINS input.

If you make any errors, review this portion of the lesson before continuing.

INSTALLATION BLOCK TICKET
For use of this form, see AR 37-108; the proponent agency is USAFAC.

BLOCK NO.	TYPE OF DOCUMENT	NUMBER OF DOCUMENTS	DATE (4113)
412	travel advance disbursements and collections	2	23 Apr 94

ANALYSIS

FMC DISBURSEMENT / CARNAL			OTHER (		
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 40	$ 85.00				
T/A 42X	$250.00				

TRAVEL VOUCHER

BUREAU VOUCHER NUMBER

D.O. VOUCHER NO. 544,205

I. PAYMENT FOR

1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	XX	6. TRANSPORTATION OF DEPENDENTS	
2. ADVANCE OF TRAVEL ALLOWANCES (PCS)		7. DISLOCATION ALLOWANCE	
3. ACCRUED PER DIEM FOR TDY/TAD		8. TRAILER ALLOWANCE	
4. SETTLEMENT OF TDY/TAD TRAVEL		9.	
5. SETTLEMENT OF PCS TRAVEL		10.	
TOTAL			

PAID BY
FSU
Ft Atterbury, IN 46124
DSSN 6280
21 Apr 94

II. INDIVIDUAL PAYMENT

1. PAYEE (Last Name, First, Middle Initial)	2. RANK OR GRADE	3. SOCIAL SECURITY NUMBER
WEAVER, MARK	SFC	999-00-1108

4. ORGANIZATION AND STATION
HQ, Ft Atterbury, IN 46124-9000

5. TRAVEL ORDER
WEA11080004007, HQ, Ft Atterbury, IN 46124-9000 9 Apr 94

6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE NAMED MEMBER AS FOLLOWS:
Advance per diem requested

7. CHECK NUMBER	8. CHECK DATE	9. AMOUNT PAID	10. DATE PAID	11. RECEIVED IN CASH (Signature of payee)
		$85.00	21 Apr 94	Mark Weaver

III. PAYMENTS CONSOLIDATED
1. PER SUBVOUCHER NO. ____ THROUGH ____ ATTACHED 2. PER ____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

IV. APPROVED FOR PAYMENT (When required by individual service regulations)
1. TYPED NAME AND TITLE 2. SIGNATURE

V. REMARKS
Submission of a travel voucher upon completion of travel is required.

VI. ACCOUNTING CLASSIFICATION(S)

	$
2142020 76-9930 P930-4100 S12123 (ADV1)	85 00

COMPUTED BY	AUDITED BY	POSTED TO TVL RECORD BY	DATE ENTERED	AMOUNT PAID
RAG	CB	SEB	21 Apr 94	85 .00

DA FORM NOV 72 3974
DD FORM JUL 65 1351
FORM APPROVED BY COMPTROLLER GENERAL U.S. 2 JUNE 1965

Document 1

(Page 30 is intentionally left blank.)

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INSTALLATION BLOCK TICKET

BLOCK NO	TYPE OF DOCUMENT	NUMBER OF DOCUMENT	DATE
412	travel advance disbursements and collections	2	(4113) 23 Apr 94

ANALYSIS

FUND DISBURSEMENT JOURNAL			OTHER ( )		
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 40	$ 85.00				
T/A 42X	$250.00				

TRAVEL VOUCHER OR SUBVOUCHER (Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME - FIRST NAME - MIDDLE INITIAL (Print/Type)	GRADE/RANK	SSN
KILLEN, LARRY	SFC	999-00-1247

CHECK MAILING ADDRESS (Include ZIP Code) — DUTY PHONE NO: 4112

ORGANIZATION AND STATION: HHC, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders): KIL12470004041,HHC, Ft Atterbury, IN 46124-9000 22 Apr 94

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DD Voucher No., Date received, Place paid, or DD Station No. if none, so state): $250.00 DOV 401, 112, dtd 22 Apr 94, Ft Atterbury, IN

1. ITINERARY (See 5 on 2S for Symbols)

DATE 19__		LOCAL TIME (24 Hour Clock)	PLACE (Name, Office, Base, Activity, City and State, City and Country, etc.)	NUMBER OF TRAVEL	MILEAGE PRIVATE	2. COST OF LODGING	3. NUMBER OF MEALS GOVT	3. NUMBER OF MEALS DED*	3. NUMBER OF MEALS OPEN MESS	4. POC MILES
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
	DEP									
	ARR									
TOTAL										

Assume that voucher is completed properly.

5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 2A)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6. Long distance telephone calls are certified as necessary in the interest of the Government. — APPROVING OFFICER (31 USC 680a)

7. TR'S/MTA'S/MT'S (If none, so state)

NUMBER	FROM	TO

8. LEAVE STATEMENT _____ days _____ hours taken between _____ and _____

9. POC TRAVEL ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH (U.S. Code, Title 18, Section 287.)

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14. SIGNATURE OF CLAIMANT: Larry Killen — DATE: 25 Apr 94

15. ACCOUNTING CLASSIFICATION

2142020 76-9505 P200000 -211A S12123 202696.N1200 (N102) $300.00
2142020 76-9505 P200000-219A S12123 202696.N1200 (N102) $100.00

16. COLLECTION DATA

2142020 76-9930 P930-4100 S12123 (ADV1) $250.00

17. COMPUTED BY	18. AUDITED BY	19. TVL RCRD POSTED BY	20. RECEIVED (Payee signature and date or check no.)	21. AMOUNT PAID
RAG	CB	SEB	Larry Killen	$150.00

10. FOR DO USE ONLY

DO VOUCHER NO: 501,309

SUBVOUCHER NO:

PAID BY: FSU, Ft Atterbury, IN 46124-9000, DSSN 6280, 25 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$300.00
Actual Expense	-0-
Mileage or Transp Allowances	100.00
Reimbursable Expenses	-0-
Total Entitlement	$400.00
Less Previous Payments	-0-
Less Voucher Deductions	$250.00
Amt Charged to Acctg Class	$400.00

11. PAYMENT DESIRED ☐ CHECK ☑ CASH

12. ☐ PER DIEM REQUESTED

13. BAS RATE

DA FORM 1 NOV 79 3974

DD FORM 1 JUN 78 1351-2 EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED. Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

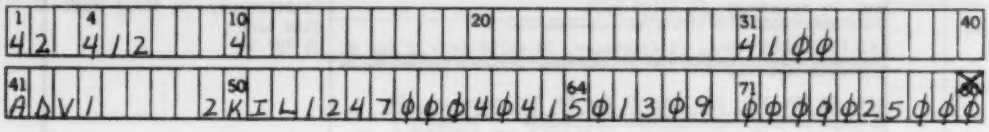
Document 2

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

Document 1

Document 2

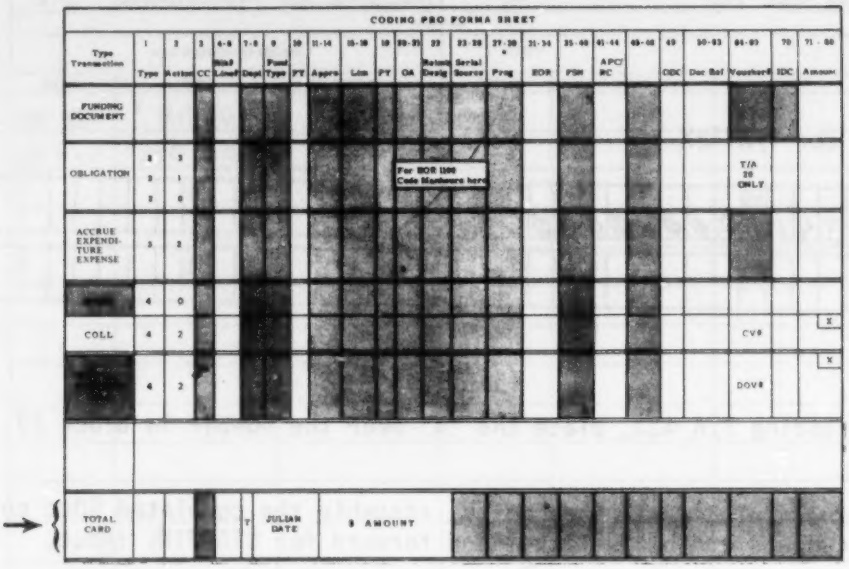


Block Total Card

For each T/A code on the block ticket, you must code a block total card for STANFINS input. A block total card is an 80 cc coding sheet that gives the total dollar amount of each T/A code listed.

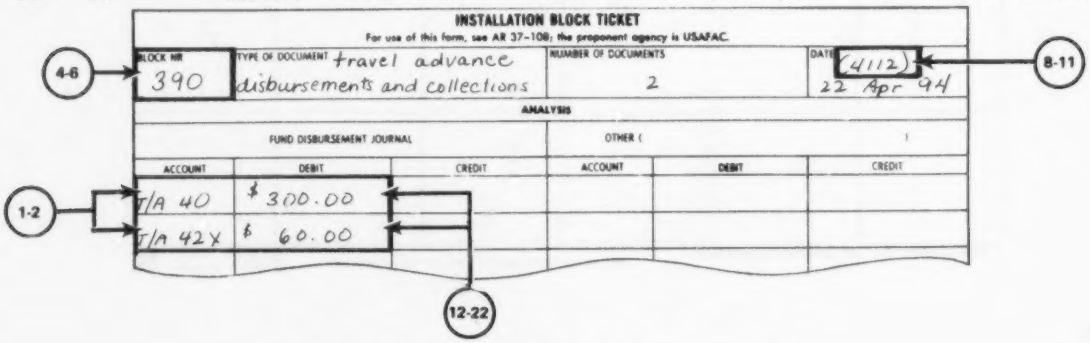
For travel advance documents, total the amount of the documents on the block ticket for both T/A 40 and T/A 42X and code an 80cc coding sheet for each.

The bottom of the coding pro forma sheet will show you what blocks to fill in.



Block

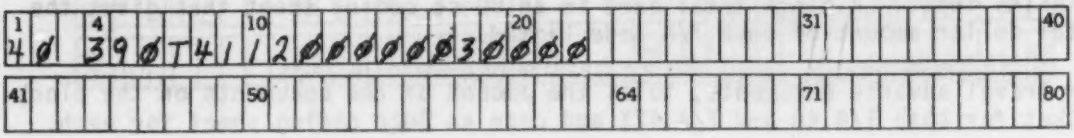
1 - 2	T/A Code
4 - 6	Block Ticket Number
7	T - total
8 - 11	Julian Date - found in the date block of the block ticket
12 - 22	Amount - total dollar amount for each T/A on the block ticket



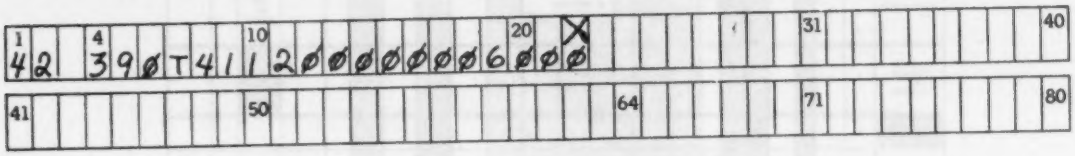
TEC LESSON

Shown below are examples of how to complete the total cards for T/A codes 40 and 42X.

Total card for T/A 40



Total card for T/A 42X



Note: For coding T/A 42X, place the "X" over the number in block 22.

When you have finished all the coding, assemble the completed 80cc coding sheets, documents and block ticket and forward for STANFINS input.

Now try the following practice exercise.

PRACTICE EXERCISE 3

Use a copy of the answer sheet and code a block total card for T/A code 40, and one for T/A code 42X, using the DA Form 3974 shown below.

If you make any errors, review this portion of the lesson before continuing on to the Self-Evaluation Exercise.

INSTALLATION BLOCK TICKET

For use of this form, see AR 37-108; the proponent agency is USAFAC.

BLOCK NR	TYPE OF DOCUMENT	NUMBER OF DOCUMENTS	DATE
412	travel advance disbursements and collections	2	(4113) 23 Apr 94

ANALYSIS

FUND DISBURSEMENT JOURNAL			OTHER ( )		
ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 40	$ 85.00				
T/A 42X	$250.00				
TOTAL			TOTAL		

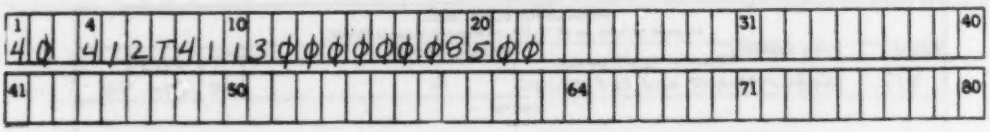
POSTED TO AND BY

DA FORM 1 NOV 75 3974 REPLACES DA FORM 14-178, 1 JAN 56, WHICH WILL BE USED.

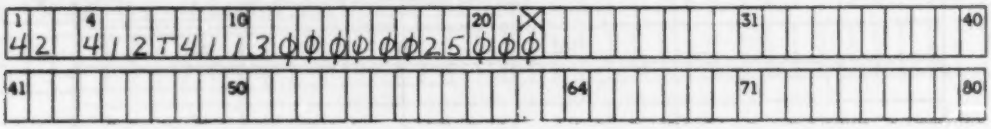
☆ U.S. GOVERNMENT PRINTING OFFICE : 1982 O—381-446 (8302)

SOLUTIONS TO PRACTICE EXERCISE 3

T/A code 40



T/A code 42X



SELF-EVALUATION EXERCISE

This self-evaluation consists of one exercise that covers every training objective of the lesson. When you have completed the exercise, check your answers against the Answers to Self-Evaluation Exercise on page 40. If you have any errors, review the lesson before continuing to the Pretest/Posttest. Write your answers on the answer sheet you have reproduced.

Situation: You are working as an accounting specialist in the Accounts Maintenance Branch of the Fort Atterbury FSU which operates under STANFINS. You are responsible for determining the requirement to code the input of travel advance disbursements and collections only. Use DSSN 6280 and FSN S12123.

Take out the last copy of the answer sheet and mark it "Self-Evaluation." Write your answers on this copy.

Analyze each of the documents shown on pages 38 and 39 by using your copy of the Nonstock Fund Orders and Payables listing from page 41, and your copy of the pro forma from page 42.

1. Determine if the document is a travel advance disbursement or collection.

2. If the document is proper for STANFINS input, code the portion of the 80 column coding sheet provided on the answer sheet.

3. For each document complete an 80 column coding sheet for use in preparing a block total card to report the cumulative tota' for each T/A code.

SELF-EVALUATION EXERCISE

INSTALLATION BLOCK TICKET

For use of this form, see AR 37-105; the proponent agency is USAPAC.

BLOCK NO.	TYPE OF DOCUMENT	NUMBER OF DOCUMENTS	DATE
420	travel advance disbursements and collections	2.	(4116) 26 Apr 94

ANALYSIS

FUND DISBURSEMENT JOURNAL — OTHER ( )

ACCOUNT	DEBIT	CREDIT	ACCOUNT	DEBIT	CREDIT
T/A 40	$200.00				
T/A 42X	$150.00				

TRAVEL VOUCHER

BUREAU VOUCHER NUMBER:

D.O. VOUCHER NO: 510,630

I. PAYMENT FOR

1. ADVANCE OF TRAVEL ALLOWANCES (TDY/TAD)	XX	6. TRANSPORTATION OF DEPENDENTS	
2. ADVANCE OF TRAVEL ALLOWANCES (PCS)		7. DISLOCATION ALLOWANCE	
3. ACCRUED PER DIEM FOR TDY/TAD		8. TRAILER ALLOWANCE	
4. SETTLEMENT OF TDY/TAD TRAVEL		9.	
5. SETTLEMENT OF PCS TRAVEL		10.	

PAID BY
FSU
Ft Atterbury, IN 46124
DSSN 6280 -9000
22 Apr 94

II. INDIVIDUAL PAYMENT

1. PAYEE (Last Name, First, Middle Initial)	2. RANK OR GRADE	3. SOCIAL SECURITY NUMBER
LANDERS, EARL	CPT	999-00-1279

4. ORGANIZATION AND STATION
HQ, Ft Atterbury, IN 46124-9000

5. TRAVEL ORDER
LAN12790004037, HQ, Ft Atterbury, IN 46124-9000 18 Apr 94

6. ADVANCE OF TRAVEL ALLOWANCES ELECTED BY ABOVE-NAMED MEMBER AS FOLLOWS
Advance per diem requested

7. CHECK NUMBER	8. CHECK DATE	9. AMOUNT PAID	10. DATE PAID	11. RECEIVED IN CASH (Name of payee)
		$200.00	22 Apr 94	[signature]

III. PAYMENTS CONSOLIDATED

1. PER SUBVOUCHER NO. ____ THROUGH ____ ATTACHED | 2. PER ____ TRAVEL ALLOWANCE PAYMENT LISTS ATTACHED

IV. APPROVED FOR PAYMENT (When required by individual service regulations)

1. TYPED NAME AND TITLE | 2. SIGNATURE

V. REMARKS

Submission of a travel voucher upon completion of travel is required.

VI. ACCOUNTING CLASSIFICATION(S)

	$	
2142020 76-9930 P930-4100 S12123 (ADV1)	200	00

COMPUTED BY	AUDITED BY	POSTED TO TVL RECORD BY	DATE ENTERED	AMOUNT PAID
RAG	CB	SEB	22 Apr 94	200.00

DA FORM 1 NOV 75 3974 REPLACES DA

DD FORM 1 JUL 65 1351

FORM APPROVED BY COMPTROLLER GENERAL, U.S. 2 JUNE 1965

Document 1

INSTALLATION BLOCK TICKET

For use of this form, see AR 37-105; the proponent agency is USAPAC.

BLOCK NO.	TYPE OF DOCUMENT	NUMBER OF DOCUMENT	DATE (4116)
420	travel advance disbursements and collections	2	26 Apr 94

ACCOUNT	DEBIT	CREDIT
T/A 40	$200.00	
T/A 42X	$150.00	
TOTAL		

TRAVEL VOUCHER OR SUBVOUCHER

(Complete by typewriter, ink, or ball point pen (PRESS HARD) do not use pencil)

READ PRIVACY ACT STATEMENT ON REVERSE PRIOR TO COMPLETING THIS FORM

LAST NAME - FIRST NAME - MIDDLE INITIAL (Print/Type)	GRADE/RANK	SSN
NEAL, DONALD K.	SSG	999-00-0990

CHECK MAILING ADDRESS (Include ZIP Code) — DUTY PHONE NO.: 2431

ORGANIZATION AND STATION: HHC, Headquarters, Ft Atterbury, IN 46124-9000

TRAVEL ORDERS (Paragraph, S.O. No., Issuing Hq., Date) (Include amending orders): NEA90090004040, HHC, Ft Atterbury, dtd 22 Apr 94

PRIOR TRAVEL PAYMENTS OR ADVANCES UNDER THESE ORDERS (Amount, DO Voucher No., Date received, Place paid, or DO Station No. If none, so state): $150.00 DOV 406202 dtd 10 Apr 94 DSSN 6280

1 ITINERARY (See Item 25 for Symbols)

DATE 19__	LOCAL TIME (24 Hour Clock)	PLACE (Name, Office, Base, Activity, City and State, City and Country, etc.)	BASIS OF TRAVEL	MEANS USED	2 COST OF LODGING	3 NUMBER OF MEALS GOVT	3 NUMBER OF MEALS DED*	3 NUMBER OF MEALS OPEN MESS	4 POC MILES
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								
	DEP								
	ARR								

Assume that voucher is completed properly.

5. REIMBURSABLE EXPENSES/CHARGE FOR DEDUCTIBLE MEALS * (See Item 24)

DATE	NATURE AND EXPLANATION	AMT CLAIMED	ALLOWED

6. Long distance telephone calls are certified as necessary in the interest of the Government. APPROVING OFFICER (31 USC 680a)

7. TR'S/MTA'S/MT'S (If none, so state)

NUMBER	FROM	TO

8. LEAVE STATEMENT: _____ days _____ from (date) _____ to _____

9. POC TRAVEL: ☐ OWNER/OPERATOR (See Item 22d) ☐ PASSENGER

PENALTY: The penalty for willfully making a false claim is: A MAXIMUM FINE OF $10,000 OR MAXIMUM IMPRISONMENT OF 5 YEARS, OR BOTH. (U.S. Code, Title 18, Section 287.)

I hereby claim any amount due me. The statements on face, reverse, and attached are true and complete. Payment or credit has not been received.

14. SIGNATURE OF CLAIMANT: Donald Neal — DATE: 23 Apr 94

15. ACCOUNTING CLASSIFICATION

2142020 76-9505 P200000-211A S12123 (202696.N1200) DPA4 $100.00
2142020 76-9505 P200000-219A S12123 (202696.N1200) DPA4 $ 95.00

16. COLLECTION DATA

2142020 76-9930 P930-4100 S12123 (ADV1) $150.00

17. COMPUTED BY	18. AUDITED BY	19. TVL RCRD POSTED BY	20. RECEIVED (Payee signature and date or check no.)	21. AMOUNT PAID
DR	SH	KLH	Donald Neal	→ $45.00

DD FORM 1 JUN 78 1351-2 — EDITION OF 1 JUL 65 WILL BE USED UNTIL EXHAUSTED. Exception to SF 1012 and 1012a approved by NARS, GSA April 1978.

10. FOR DO USE ONLY

DO VOUCHER NO.: 507,877

SUBVOUCHER NO.:

PAID BY: FSU, Ft Atterbury, IN 46124-9000 DSSN 6280, 23 Apr 94

COMPUTATIONS

SUMMARY OF PAYMENT

Per Diem	$100.00
Actual Expense	-0-
Mileage or Transp. Allowances	$95.00
Reimbursable Expenses	
Total Entitlement	$195.00
Less Previous Payments	-0-
Less Voucher Deductions	$150.00
Amt Charged to Acctg Class	$195.00

11. PAYMENT DESIRED: ☐ CHECK ☒ CASH

12. ☐ PER DIEM REQUESTED

13. BAS RATE

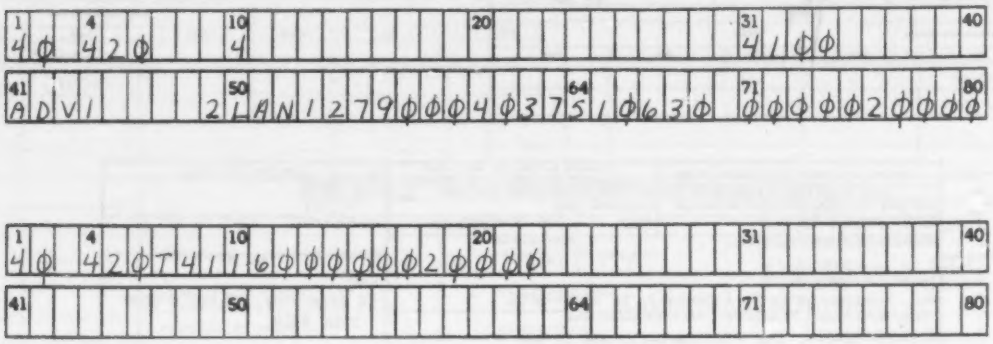
DA FORM 1 NOV 73 3974 REPLACES

Document 2

ANSWERS TO SELF-EVALUATION EXERCISE

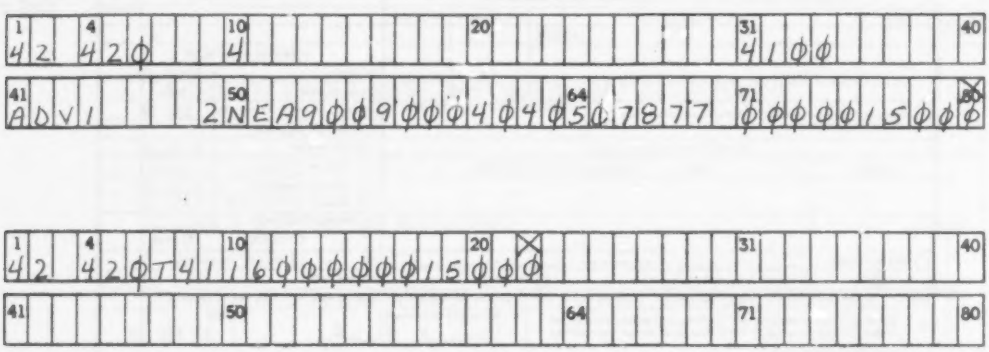
Document 1:

disbursement



Document 2:

collection



Nonstock Fund Orders and Payables Listing for Reproduction

PREPARED 94 APR 30 NONSTOCK FUND ORDERS AND PAYABLES
PCN AVK-602 AS OF 27 APR 94

PD	DPT	FT	FY	APPN	PY	OA	ALLOT	FIS-STA
21	4		2020	0	76	9930	012123	

LIMT	PROG	APC	EOE	ODC	DOCUMENT NO	NAME	OBL AMOUNT	ACC AMOUNT	DISB AMOUNT	EOC-HR	O-DT	A-DT	D-DT	AF	DF	LI	FAC	LC
0000	0930	ADV6	4100	2	KIL12470004016		.00	.00	250.00		0000	0000	4025					17
					NEA90090004040		.00	.00	150.00	406202	0000	0000	4042					17
					PRI08900004040		.00	.00	100.00	401933	0000	0000	4004					17
					OBA39960004035		.00	.00	1,584.00	455794	0000	0000	4020					17
					SCH30180004060		.00	.00	178.00	400066	0000	0000	3293					17
					OST81940004033		.00	.00	136.00	400424	0000	0000	3287					17
					TAY39990004010		.00	.00	60.00	400288	0000	0000	3312					17
					D0044230004012		.00	.00	60.00	400287	0000	0000	3312					17
					MIL3621000404 1		.00	.00	593.00	401158	0000	0000	3305					17
					RIC13870004019		.00	.00	18.40	462413	0000	0000	4034					17
					SCH89290004020		.00	.00	120.00	402662	0000	0000	3336					17
					SUT78510004052		.00	.00	190.00	465537	0000	0000	4090					17
			4	2020	0 76 9930 012123		.00	.00	3,445.00	TOTAL								

UNDEL ORDERS	.00
ACCTS PAYABLE	3,445.00
UNLIQ-OBLIG	3,445.00

Pro Forma for Reproduction

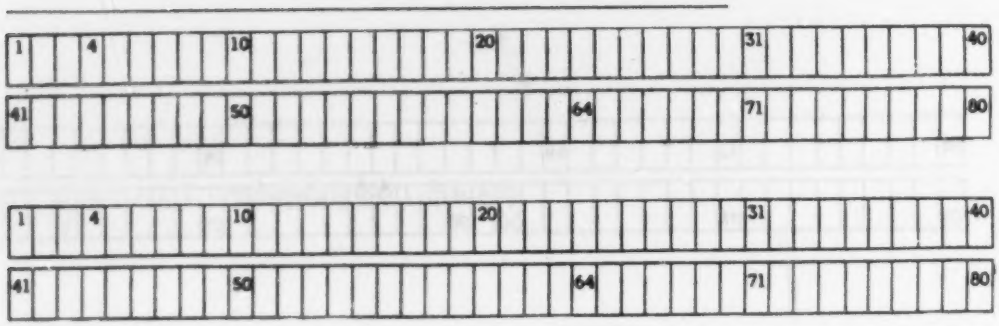
METHODS OF RECORDING	1 COMMITMENT	2 OBLIGATION	3/4 ACCRUED EXPENDITURE EXPENSE	5 DISBURSEMENT
TRAVEL ADVANCE EOR 4100 DISBURSEMENT	NONE	NONE	NONE	1401 - Advances to Travelers 1000 - D.O. Cash T/A 40
COLLECTION				1000 - D.O. Cash 1401 - Advances to Travelers T/A 42[3]

CODING PRO FORMA SHEET

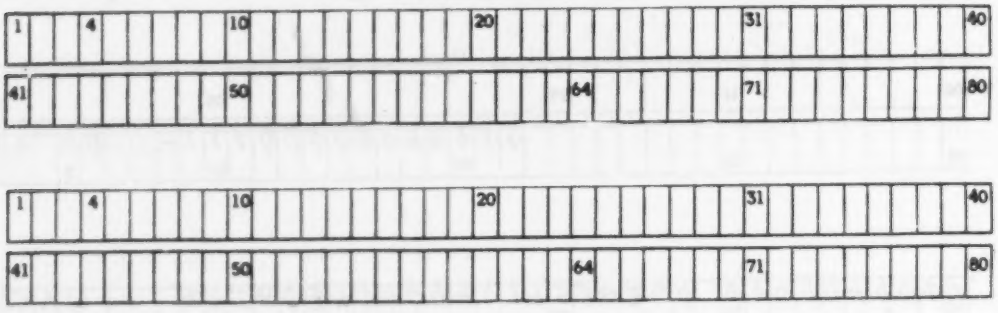
Type Transaction	1 Type	2 Action	3 CC	4-6 Hist# Line#	7-8 Dept	9 Fund Type	10 FY	11-14 Appn	15-18 Lim	19 PY	20-21 OA	22 Reimb Desig	23-26 Serial Source	27-30 Prog	31-34 EOR	35-40 FSN	41-44 APC/ RC	45-48	49 ODC	50-63 Doc Ref	64-69 Voucher#	70 IDC	71 - 80 Amount
[redacted]	4	0									X												
[redacted]	4	2																			DOV#		X
TOTAL CARD					T	JULIAN DATE		$ AMOUNT															

ANSWER SHEET FOR REPRODUCTION

Document 1



Document 2



PRETEST/POSTTEST ANSWER KEY

The test has a total value of 6 points. For a passing score all answers must be correct.

Document 1:

dissurvement

Document 2:

collection

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